

**CHILD DAY CARE CENTER DESIGNEE  
STATE OF MICHIGAN**

Family Independence Agency  
Office of Children and Adult Licensing

The Child Care Organization Application and other appropriate licensing forms and documents must be signed by the person legally responsible for the child care organization (board president, superintendent, owner, etc.). However, this responsibility may be designated to another person within the organization such as the program director or administrator.

***If your organization wishes to do this, the legally responsible person (board president, superintendent, owner, etc.) must complete this form, designating another person as the representative for the licensee.***

\_\_\_\_\_

I designate \_\_\_\_\_  
Name and Position

to serve as \_\_\_\_\_'s representative for the  
Owner/Sponsoring Agency

licensing of the \_\_\_\_\_. This person  
Name of Child Care Center

has the authority to sign the licensing application and other appropriate licensing forms and documents.

|                                    |               |
|------------------------------------|---------------|
| Name of Owner or Organization Head | Position      |
|                                    |               |
| _____<br>Signature                 | _____<br>Date |

Authority: Public Act 116 of 1973, as amended.  
Completion required if you wish to designate another person as representative

The Family Independence Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an FIA office in your county.